

**PROCEDURE**

1. Subject to the approval of the Sub-Committee, the following procedure will be adopted in the interests of a fair and orderly hearing of this application.
2. Introduction by the Chairman who will:
  1. Announce the purpose of the hearing.
  2. Identify the Members of the Sub-Committee.
  3. Identify the applicant, his representative and any witnesses he intends to call.
  4. Identify the Head of Housing, Health & Community Care (or his representative).
  5. Identify any interested parties who wish to address the hearing, for example the Police, objectors and supporters.
3. The Chairman should ensure that the applicant has received a copy of the report to the Sub-Committee and this Procedure Note.
4. The applicant or his representative will be asked to present his application and call his witnesses. Those who give evidence may be asked questions by Members of the Sub-Committee, and by the Head of Housing, Health & Community Care and interested parties with the consent of the Sub-Committee.
5. The Head of Housing, Health and Community Care will present his report and questions may be asked by the Sub-Committee, and by the applicant and by other interested parties with the consent of the Sub-Committee.
6. Interested parties, commencing with any professional persons for example the Police, will be asked to present their case and to call their witnesses. Those who give evidence may be asked questions by Members of the Sub-Committee, and by the applicant, the Head of Housing, Health & Community Care and by any other interested party with the consent of the Sub-Committee.
7. The Head of Housing, Health & Community Care and interested parties will be invited to sum up if they wish to do so following which the applicant will be invited to make a final statement.
8. The Chairman will then advise the parties that the hearing has been concluded and that no further evidence will be heard.
9. The Sub-Committee will then retire to consider the report of the Head of Housing, Health & Community Care and the representations and evidence received. Their Clerk and Legal Advisor will adjourn with them to advise on law and procedure but not merits.

10. Dependant upon the length of time taken to reach a decision the Chairman may announce the outcome on which there shall be no discussion should the applicant have chosen to remain for that purpose. If the Sub-Committee is unable to reach an early decision it will be notified in writing at the earliest opportunity.